

HEANY PARK PRIMARY SCHOOL

VISITORS TO SCHOOL POLICY

PURPOSE

To provide an open, friendly learning environment, that values and actively encourages visitors to our school, whilst providing a safe environment for our students and staff.

Definition: Visitors include, but are not limited to, community volunteers, classroom helpers, invited speakers, personnel from school support groups, pre-service teachers, work experience students, trades people, representatives of the school community, business and service groups and prospective parents to the school.

OBJECTIVES

- To provide a safe and secure environment for our students, staff and visitors to the school.
- To establish protocols and procedures which effectively monitor and manage visitors, whilst maintaining the open and inviting nature of our school.
- To protect and preserve our resources against theft, vandalism and misuse.

GUIDELINES FOR IMPLEMENTATION

- Under the Summary Offences Act 1966, the Principal reserves the right, and has the authority to:
 - i) prohibit any potential visitor from entering or remaining within the school
 - ii) invite or exclude people from using the school or being within the school boundaries, within and beyond school hours.
- Visitors will be required to report to the administration office to sign the Visitors Book and collect a visitors badge, prior to participating in school activities.
- Visitors will be required to report to the administration office to 'sign out'. Staff will remind visitors to abide by this process.
- Where practicable, visitors will be required to sign a visitors book situated at the entrance of each building, when attending specified school events.
- The above mentioned process, for managing and monitoring visitors, will be published in the school newsletter.
- Visitors may be required to provide a 'Working with Children' Check prior to attending the school. This requirement will be determined at the discretion of the Principal and / or Assistant Principal, based on the reason for the visit.
- Visitors may be required to have a teacher or staff member, who is authorised under the 'Working with Children' legislation, accompany them whilst on the school grounds.
- The school's emergency management procedures will ensure that visitors within the school at the time of any emergency or practice drill, will be recognised and catered for appropriately.
- Visiting speakers may be invited into the school provided that the content of their presentation is relevant to the curriculum, and makes a positive contribution to the development of students' knowledge and understanding.
- The Principal or Assistant Principal will make decisions with regard to the suitability of visitors representing community-based groups, commercial or marketing groups or talent scouts. At all times, awareness of the appropriate use of DET resources, level of disruption and issues of a controversial or legal nature, will be considered.

EVALUATION

Evaluation of this policy will be carried out by the Leadership Team as part of the Education and Policy Committee's cyclic review process in three years time or beforehand, if a significant issue arises.

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Signed:

Janet Evison
(Principal)

Gina Mastromanno
(School Council President)